



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date June 19, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 21 1974 74-183 JUL - 2 1974	
2. Agency Application No. 142		3. AGENCY, Division, Subdivision & Administering Office Address Each Division Director Georgia Department of Agriculture 19 Hunter Street Atlanta, Georgia 30334		4. Person to Contact Ellis D. Sikes	
				5. Working Title RMO	6. Tel. No. 656-3691
7. ACTION REQUESTED TO AMEND STANDARDS 387, 389, 419, 457, 74-52 into Common Standard <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1-1-72 to date		9. Exact Series Title AGENCY (Name of Division) DIVISION SUBJECT FILES (COMMON STANDARD)			
10. What is the function of the office in which this record series is created? SEE ATTACHED SHEET					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to all areas of interest to the particular division. Included are: correspondence, memoranda, forms, pamphlets, legal documents, etc. necessary to establish policy and procedures for each division of: Animal Industry Division Administrative Division Fuel and Measures Division Consumer Protection Division Marketing and Commodity Promotion Division Plant Industry Division and any other division which may be created. File of each division is arranged alphabetically by subject matter. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ [x]
15. Is the information contained in this series ever summarized or published? ☐ [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ []
18. Could the function be performed if the files were lost or destroyed? ☐ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [x]
20. Does the record series provide data as input to an EDP file? ☐ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ []

Archival Value

24. **REQUIREMENTS.** The following requires the files to be kept permanently ~~years~~ XXXXX:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

☒ Hold in the current files area _____ month(s)/ 3 year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):

☐ Destroy.

☒ Transfer to State Archives for permanent retention., at the same time that the Commissioner of Agriculture's File is transferred.

☐ Destroy immediately after cut-off.

☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikus</i>			
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>Ellis D. Sikus</i>	6-18-74
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee	<i>William M. Dixon</i>	6-26-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee	<i>Carroll Hart</i>	6-26-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee	<i>Robert H. Hurl</i>	6-28-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS COMMITTEE

AGENCY

ITEM 10. (Name of Division) DIVISION SUBJECT FILES (COMMON STANDARD)

Animal Industry Division:

The Animal Industry Division administers programs related to the animal industry: Brucellosis Laboratory Services/ Pathology laboratory services/ Meat inspections/ Veterinary activities (disease control and eradication)/ Marketing News (Poultry)/ Quality milk program/ Bonding, licensing live-stock barns/ Field inspections.

Administrative Division:

The Administrative Division performs general support services for the Department.

Consumer Protection Division:

The Consumer Protection Division administers consumer protection programs related to: Egg marketing/ Dairies/ Labeling and packaging/ Food store inspections/ Food processing plant inspections/ Milk inspection and lab analysis/ Shellfish canneries inspection/ Bedding inspection/ Field inspections.

Fuel and Measures Division:

The Fuel and Measures Division administers programs related to: Petroleum products and technical requirements of dispensing devices/ weighing and measuring devices.

Marketing Commodity Promotion Division:

The Marketing Commodity Promotion Division administers activities related to: Reports on crops/ Promotes marketing facilities and warehouses/ Farmers markets/ Field inspections.

Plant Industry Division:

The Plant Industry Division administers programs related to the plant industry: Chemical laboratory analysis/ Seed development and sales/ Feed, fertilizer and pesticide sales and development/ Grain sales and development/ Field inspections.